



13 JAN 1978

MEMORANDUM FOR: Acting Deputy Director for Administration
THROUGH : Assistant for Information 13 JAN 1978
FROM : [REDACTED]
Chief, Information and Privacy Staff
SUBJECT : Backlog of FOIA/PA Requests

STATINTL

1. The requirements of FOIA, Privacy Act and related activities did not level off in 1977 as expected, but continued to grow. There was a 39% increase in requests with only a 6% increase in additional manpower provided by the Agency. Even though the Agency expended 192,800 man-hours (109 man-years) in 1977 to meet the responsibility of these legislative requirements, the backlog of requests grew to 2,269 and the appeals backlog closed the year at 260. This mountain of unanswered requests consists of a very wide base of many longstanding and very complicated cases involving hundreds of documents. This has been building steadily for 15 months and will require a considerable effort to reduce. It may be worth noting that the breakout of manpower commitment during 1977 by the various Agency components:

DCI	20.7%
DDA	36.8%
DDO	32.4%
NFAC	4.3%
DDS&T	4.7%

The principal manpower demands fall upon three major units of the Agency, the FOIA Division of the Office of General Counsel, the [REDACTED] of DDO and the Information and Privacy Staff of DDA. The attachment reflects the on-duty, authorized and estimated staffing requirements necessary to reverse the backlog trend. Following is a review of the situation in each one of these units.

STATINTL

(1) The DDO unit is the weakest link in the process, with present manpower allocations of only two-thirds of the estimated requirement to do the job. The situation is compounded by the planned

DDO staff reductions for FY79 and the shift to part-time help. A transition to a part-time operating unit, even if successful, will take time to implement and could contribute to an increased backlog.

(2) The FOIA and Privacy appeals backlog in OGC is approaching a manageable level. If, however, additional resources are allocated to DDO to expedite appeal processing, OGC estimates that three or four additional personnel would be required to cope with the increased workload.

(3) Although the Information and Privacy Staff does not have an authorized ceiling large enough to complete its task, it has been permitted to exceed its authorization. A complement of 22 staff and three part-time employees is sufficient to permit satisfactory operation. Additional personnel now could speed up the IPS processing by one week. However, in view of the current Agency processing time of three to six months, this would not provide much advantage. IPS believes it has the capability to complete an additional 20% more cases with our present staffing if it had the input from the DDO.

2. The manpower shortages of DDO/████████ continue to be the major bottleneck. Therefore, any concerted effort to stem the tide of unanswered requests should start with DDO. DDO/████████ is continuing to review its procedures and to modify its processing system; however, any significant speedup must result from the assignment of more manpower if the Agency is to continue its careful screening of Agency operational documents prior to answering requests from the public.

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16 JAN 1978

MEMORANDUM FOR: Acting Deputy Director of Central Intelligence
FROM : Michael J. Malanick
Acting Deputy Director for Administration
SUBJECT : Backlog of FOIA/PA Requests

The attached memorandum from the Information and Privacy Staff is a response to your notes of 20 and 22 December 1977, regarding the growing backlog of FOIA requests. Looking at the chart, I am particularly concerned with the planned 70% reduction of DDO staff personnel projected for FY79. It would appear that any improvement in our situation must first start with adequate staffing within the DDO. You may wish to discuss this subject at an early date with Mr. McMahon.

/s/ Mike

Michael J. Malanick

Attachment

STATINTL

IPS/[REDACTED]:cam:1/12/78

Distribution:

2 - ADDA Chrono, Subject
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77-6129/50

16 December 1977

MEMORANDUM FOR: Acting Deputy Director for Administration
 FROM: [REDACTED]
 Chief, Information and Privacy Staff
 SUBJECT: IPS Weekly Report (9-16 December)

STATINTL

1. The Week in Review

	<u>9-15 Dec</u>	<u>1977 Weekly Average</u>
a. New cases logged	134	92.9
b. Cases closed	63	70.6
c. New appeals logged	11	3.6
d. Appeals closed	7	2.7
e. Manpower (man-weeks)	96.9	90.9

2. Spotlighted Requests

a. The general counsel of the National Urban League, Inc., Don M. Thomas, requested access to all information held by the Agency pertaining to that organization.

b. Joseph John Trento, a reporter with the News-Journal Company, Wilmington, Del., submitted requests for any records pertaining to ITT activities in Chile which the Agency may have prepared for and exchanged with the White House between 1961 and 1977, and for all records concerning CIA-ITT relationships during the period 1969 through 1977.

c. Requests for records on CIA's contacts with colleges and universities continue to be received. Among the latest were requests concerning the University of North Carolina, Syracuse University, Penn State University, and Montana State University. One requester, Gary P. Thomas of the Griffin-Larrabee News Bureau, asked for records on no less than 49 colleges, with a hint that he planned to supplement this list later.

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3. Spotlighted Responses

a. Sid Davis, NBC News, was provided copies of those documents concerning CIA's attempts to prevent the publication of articles on the Glomar Explorer which have been released thus far. He received a total of 113 documents (203 pages). The documents were initially released in connection [REDACTED]

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[REDACTED] FOIA suit against the CIA

b. A final response, consisting of 20 items, was sent to Vance Tiede, a graduate student at Georgetown University. The records pertained to Dr. Bruno Kleist, a German national who, during World War II, attempted to contact USSR officials in Stockholm for the purpose of exploring the possibility of separate peace negotiations. Two interim replies were previously mailed to Mr. Tiede.

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4. Analysis

a. On 13 December, 12 research analysts from the FBI's FOI/PA Section visited CIA Headquarters to meet with the intelligence assistants of IPS. During the course of the meeting, which began at 1000 hours and concluded with lunch at 1330 hours, many matters of mutual interest were discussed, e.g., referrals, appeals, exemptions, classification determinations, and the difference between centralized systems (FBI) and decentralized systems (CIA). The FBI analysts gained an appreciation of our difficult search problems and the resultant delays in referral responses. FBI representatives stated their desire to reciprocate. Our visitors appeared to be both impressed with and enthusiastic about our facility.

b. The request backlog now stands at approximately 2,350 cases. At the rate that requests are now coming

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in (277 during the last two weeks), and with our capability to answer them limited to only about 70 per week, it will not be long before the backlog reaches 3,000. It takes the Agency an average of two months to answer requests where no records are found; four to six months to respond to requests involving records; and approximately nine months to close out appeals. Many agencies, notably the Department of Defense and its components, manage to answer requests within the statutory deadline of 10 working days. Even the FBI, which once was notoriously slow in responding, has now managed to reduce its backlog to 2,000 cases and expects soon to be able to answer nearly all requests within one month. IPS is receiving a growing number of complaints, telephonically and by letter, from requesters who are angry over the lack of a timely response to their requests. The Information Review Committee was briefed on this situation on 15 December. It was pointed out that, in view of the daily complaints received from the public, it seems that FOIA could be turning into a public relations problem for the Agency, rather than serving as a means to improve the Agency's public image. STATINTL



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